

<b>CIRCUIT COURT CASELOAD</b> Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period.			Quarter	Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

**PART 1: NEW FILINGS AND REOPENED CASES** \*\*Provide beginning pending only on the January report.**SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS**

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ
1	Beginning Pending**										
2	New Filings										
3	Reopened										

**SECTION B: CRIMINAL**

Line	CASE TYPE	AX	FC	FH	FJ
1	Beginning Pending**				
2	New Filings				
3	Reopened				

**SECTION C: CIVIL**

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Beginning Pending**													
2	New Filings													
3	Reopened													
Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ	Use this format to report Court of Claims cases using the case type codes MD, MH, MK, MM, MP, MT, and MZ
1	Beginning Pending**													
2	New Filings													
3	Reopened													



**CIRCUIT COURT CASELOAD - PART 1: NEW FILINGS AND REOPENED CASES****SECTION D: DOMESTIC RELATIONS**

Line	CASE TYPE	DC	DM	DO	DP	DS	DZ	TC	TI	TM	TO	TP	TS	TU	TZ	UC	UE
1	Beginning Pending**																
2	New Filings																
3	Reopened																

Line	CASE TYPE	UF	UI	UM	UN	UO	UT	UW
1	Beginning Pending**							
2	New Filings							
3	Reopened							

**SECTION E: JUVENILE**

Line	CASE TYPE	DJ	DL	PJ	TL
1	Beginning Pending**				
2	New Petitions				
3	Reopened				



## CIRCUIT COURT CASELOAD - PART 1: NEW FILINGS AND REOPENED CASES

### SECTION F: CHILD PROTECTIVE

Line	CASE TYPE	NA	Children
1	Beginning Pending**		
2	New Petitions		
3	Reopened		

Line	CASE TYPE	NA	Children
4	Term. Pet. (Orig./Amend)		
5	Term. Pet. (Supplemental)		
6	Supplemental Petitions		

Line	Children (NA)
7	

Number of children in line 2 who have had prior court jurisdiction under child protective proceedings

### SECTION G: ADOPTION

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Beginning Pending**									
2	New Filings									
3	Reopened									

Line	TYPE	RB	RL
4	Releases Executed		

Line	OTHER MATTERS	
5	Petitions for Confidential Intermediary	
6	Requests for Release of Information	

### SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Beginning Pending**								
2	New Petitions								
3	Reopened								



**SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS**

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions**										
2	New Filings										



### General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Except for Court of Claims cases, assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiction, the statistics must be provided in Section I of this report.
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.

### Section A: Appeals, Administrative Review, Extraordinary Writs - New Filings and Reopened Cases

- Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.
- Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.
- An appeal, administrative case, or extraordinary writ is counted as a new filing when a claim of appeal is received for filing, a petition for leave to appeal is received for filing, a petition for review is received for filing, or an extraordinary writ is received for filing.

*Forms which may be used to open an appellate case are:*

*MC 55 (Claim of Appeal)*

*CC 403 (Claim of Appeal and Order Appointing Counsel)*

*Court rules associated with opening an appellate or administrative case are MCR 5.801(C), 6.625, 7.101(C), 7.102, 7.103(B), 7.104, and 7.105(C). Court rules associated with opening a civil action for extraordinary relief are MCR Subchapter 3.300.*

- Line 3:** Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.
- An appeal, administrative case, or extraordinary writ is counted as a reopened case when remanded to the circuit court by a higher court.

*Court rules associated with reopening an appellate or administrative case or an action for extraordinary relief are MCR 7.216(A) and 7.316(A).*



## Section B: Criminal - New Filings and Reopened Cases

**Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. The most serious offense defines the case type code to be assigned.

- A criminal case is counted as a new filing when a bindover is received for filing, an order waiving a juvenile from family division to criminal division is received for filing, or a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
  - Count a high court misdemeanor as a felony.
  - A felony complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
  - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
  - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

*Forms which may be used to open a criminal case are:*

*MC 200 (Bind Over/Transfer After Preliminary Examination, Felony)*

*MC 316 (Order for Change of Venue)*

*Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 5.950(C), 6.101, 6.110(G), and 6.907 and MCL 766.13.*

**Line 3:** Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A criminal case is counted as a reopened case:
  - when returned from the district court.
  - when the case is remanded from a higher court for a new trial.
  - when the defendant or juvenile has been arraigned on a warrant issued prior to judgment.
  - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
  - when local diversion programs are unsuccessful and traditional processing is pursued.
  - when prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.

*Court rules and statutes associated with reopening a criminal case are MCR 6.104, 6.110(G), 6.125(E), 6.310, 6.312, 6.431, 7.215(D), 7.216(A), 7.316(A), and 7.317 and MCL 330.2028.*



## Section C: Civil - New Filings and Reopened Cases

**Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is transferred from district court for any reason.
- The 30th Circuit Court must count as a new filing a Court of Claims case. Any court assigned a case from the Court of Claims must count the case as a new filing unless there is an underlying case; if there is an underlying case, it becomes part of that case.
- Do not include cross-claims, 3rd party complaints, or counter claims.

*Forms which may be used to open a civil case are:*

*MC 01 (Summons and Complaint)*

*MC 35 (Complaint, Claim and Delivery)*

*MC 62 (Application and Notice of Entry of Foreign Judgment)*

*MC 316 (Order for Change of Venue)*

*Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), and 4.002.*

**Line 3:** Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
  - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
  - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
  - reinstated after dismissal.
  - remanded or returned from another court.
  - a termination of bankruptcy is filed.
- Court of Claims cases assigned to another court and disposed by that court are not to be counted reopened by the 30th Circuit Court when or if returned for any final processing.

*Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.215(D), and 7.317.*

**NOTE:** Court of Claims cases should be reported using the same instructions and same format above. The case type codes are MD, MH, MK, MM, MP, MT, and MZ.



## Section D: Domestic Relations - New Filings and Reopened Cases

**Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A domestic relations case is counted as a new filing when a complaint is received for filing, when a certificate is filed under URESA/UIFSA, when a foreign order is registered, when a case is received by your court after transfer from another court because of change of venue, or when an interstate or intrastate case is transferred post-judgment.
  - For post-judgment transfers, count upon acceptance of case from other court or tribunal. Acceptance may include an order confirming.
  - Do not include cross-claims, 3rd party complaints, or counter claims.

*Forms which may be used to open a domestic relations case are:*

*MC 01 (Summons and Complaint) along with the specific complaint.*

*MC 316 (Order for Change of Venue)*

*FOC 30a (Order Confirming Registration of Out of State Support Order)*

*FOC 31 (Petition and Order for Transferring Case)*

*Court rules associated with opening a domestic relations case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.205, 3.212, 3.214, and 3.217.*

**Line 3:** Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A domestic relations case is counted as a reopened case when:
  - default judgment is set aside.
  - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
  - reinstated after dismissal.
  - remanded from the Court of Appeals for a new trial.
  - a judgment or order staying a case is set aside.

*Court rules associated with reopening a domestic relation case are MCR 2.102(F), 2.502(C), 7.215(D), and 7.317.*



## Section E: Juvenile - New Filings (Petitions) and Reopened Cases (Petitions)

**Line 1:** Provide the number of beginning pending petitions as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of petitions. Count petitions opened on the date received. Only one juvenile shall be included in a single petition, complaint, or citation. A petition, complaint, or citation may charge multiple offenses against one juvenile. The most serious offense defines the case type code to be assigned, i.e., if a delinquency and traffic offenses are filed on the same petition, the case type is DL.

- A juvenile petition is counted as a new petition when an original complaint, petition, or citation is received (not when authorized); when an order granting a request to designate a case is entered; or when a petition is received by your court after transfer from another court because of change of venue or change of jurisdiction including transfers from district court under MCR 6.911 and transfers from the circuit criminal division under MCL 712A.3.
  - If the filing is prosecutor-designated, count under DJ rather than DL. If the court designates the DL filing, count under DJ.
  - Do not count **supplemental** petitions **except** in a proceeding for violation of a personal protection order issued by another court.

*Forms which may be used are:*

*JC 01 and JC 02 (Complaint)*

*JC 04 (Petition)*

*JC 29 (Order to Transfer Jurisdiction)*

*JC 68 (Order After Designation Hearing)*

*UC-01a or UC-01b (Uniform Law Citation)*

*MC 200 (Bind Over/Transfer After Preliminary Examination, Felony)*

*MC 316 (Order for Change of Venue)*

*CC 375M (Petition for Personal Protection Order Against a Minor, Domestic Relationship)*

*CC 377M (Petition for Personal Protection Order Against Stalking by a Minor, Non Domestic)*

*Court rules and statutes associated with a juvenile complaint or petition are MCR 5.926, 5.931, 5.939, and 6.911 and MCL 257.728, 712A.2, 712A.2b, 712A.2d, 712A.2h, and 712A.3.*

**Line 3:** Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A juvenile petition is counted as a reopened petition:
  - when remanded from another court for a new trial.
  - when a request to withdraw plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - when the juvenile fails to comply with a consent calendar agreement or a diversion program.
  - when the judge overturns a decision of a referee.
  - when the juvenile appears on a petition/citation which was previously reported disposed for failure to appear.
  - after receiving a report from Department of Community Health regarding competency of juvenile to stand trial and an order of competency is entered.
  - when the prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.
- Do not count as reopened a denied petition for ex parte personal protection order that is subsequently scheduled for hearing under MCR 3.705(B).

*Court rules and statute associated with reopening a juvenile petition are MCR 5.941, 6.310, 7.215(D) and 7.317 and MCL 330.3028.*



## **Section F: Child Protective - New Filings (Petitions) and Reopened Cases (Petitions)**

**Line 1:** Provide the number of beginning pending petitions as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Provide the total number of petitions. Count petitions opened on the date received. A petition may involve more than one child.

- A child protective petition is counted as a new petition when an original complaint or petition is received (not when authorized), including petitions received by your court after transfer from another court because of change of venue or jurisdiction.
  - If multiple children are included in one complaint or petition, count as one petition.
  - Count the total number of children in each complaint or petition received.
  - Count supplemental petitions separately (see Lines 5 and 6).

*Forms which may be used in child protective cases are:*

*JC 01 and JC 02 (Complaint)*

*JC 04 (Petition)*

*JC 29 (Order to Transfer Jurisdiction)*

*MC 316 (Order for Change of Venue)*

*Court rules and statutes associated with a child protective complaint or petition are MCR 5.926 and 5.961 and MCL 712A.2.*

**Line 3:** Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A child protective petition is counted as a reopened petition when:
  - remanded from another court for a new trial.
  - a request to withdraw plea is granted.

*Court rules associated with reopening a child protective petition are MCR 5.971, 7.215(D), and 7.317.*

**Line 4:** Count the total number of termination petitions which were included in original or amended petitions. Count the total number of children in each petition received.

**Line 5:** Count the total number of termination petitions received as supplemental petitions. Count the total number of children in each petition received.

**Line 6:** Count the total number of supplemental petitions received, not including termination petitions. Count the total number of children in each petition received.

**Line 7:** Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings.

**Note:** Changes in petitions before adjudication are considered amended. Changes in petitions after adjudication are considered supplemental.



## Section G: Adoptions - New Filings and Reopened Cases

**Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Only one child shall be included in a single petition.

- An adoption case is counted as a new filing when an original petition is received for filing or when a case is received by your court after transfer from another court because of change of venue or jurisdiction.
  - Count authorizations for temporary placement as a new filing under AD. Petitions for direct placement which have been preceded by an authorization for temporary placement should not be assigned a new case number and should not be counted as a new filing.
  - Do not count supplemental petitions, releases, or consents on this line (see Line 4 for counting releases).
  - Do not count petitions for confidential intermediaries on this line (see Line 5).

*Forms which may be used for opening an adoption case are:*

*PCA 301 (Petition for Adoption)*

*PCA 301a (Petition for Direct Placement Adoption)*

*MC 316 (Order for Change of Venue)*

*Court rules and statutes associated with opening an adoption case are MCR 5.751 and MCL 333.2830, 710.24, 710.26, 710.45, 710.46, 710.52, and 710.56.*

**Line 3:** Under the appropriate case type codes, provide the total number of reopened cases.

- An adoption case is counted as a reopened case when:
  - remanded from another court for further consideration after a final order is entered.
  - petition for rehearing is received for filing and rehearing is granted.
  - petition to rescind adult adoption is received for filing. *Form PCA 349 (Petition for Recission of Adoption and Order)*

*Court rules associated with reopening an adoption case are MCR 5.756, 7.215(D), and 7.317 and MCL 710.64(1) and 710.66.*

**Line 4:** Under the appropriate type code, provide the total number of releases executed.

**Line 5:** Count the total number of petitions filed requesting a confidential intermediary regardless of the case type code.

**Line 6:** Count the total number of requests filed for release of adoption information regardless of the case type code.



## Section H: Miscellaneous Family - New Filings and Reopened Cases

**Line 1:** Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A miscellaneous family case is counted as a new filing when an original petition is received for filing, when a case is received by your court after transfer from another court because of change of venue or jurisdiction, or when a respondent is arraigned for violating an out-of-county personal protection order.
  - Count petitions for ex parte order for transport and temporary detention for infectious disease as a new filing. Petitions for treatment of infectious disease which have been preceded by an ex parte order for transport and temporary detention for infectious disease should not be assigned a new case number and should not be counted as a new filing.
  - Do not count petitions for continuing treatment of infectious disease.
  - Do not count petitions to rescind order of emancipation; see Line 3.

*Forms which may be used for opening a miscellaneous family division case are:*

*PC 51 (Petition to Change Name)*

*PC 100 (Petition for Emancipation, Affidavit, and Waiver of Notice)*

*PC 104 (Petition for Treatment of Infectious Disease)*

*PC 110 (Petition and Ex Parte Order for Transport and/or Temporary Detention)*

*PC 119 (Petition for Waiver of Parental Consent for an Abortion)*

*MC 72 (Petition for Testing of Infectious Disease)*

*CC 375 (Petition for Personal Protection Order, Domestic Relationship)*

*CC 377 (Petition for Personal Protection Order Against Stalking, Non Domestic Relationship)*

*CCFD01 (Petition for Placement Order of Surrendered Newborn Child) or CCFD03 (Petition of Parent for Custody of Surrendered Newborn Child)*

*whichever is filed first*

*MC 316 (Order for Change of Venue)*

*Court rules and statutes associated with initiating miscellaneous family division actions are MCR 3.703, 5.101, 5.781, 5.782, and 5.783 and MCL 333.5204(4), 333.5205, 600.2950, 600.2950a, 710.24, 711.1, 722.4, and 722.903.*

**Line 3:** Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A miscellaneous family division case is counted as a reopened case when:
  - remanded from another court for a new hearing.
  - a petition is filed for treatment of infectious disease and was preceded by an ex parte order for transport and temporary detention for infectious disease.
  - a petition to rescind emancipation is filed.
- Count as a reopened case each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection order.

*Court rules and statutes associated with reopening a miscellaneous family division case are MCR 3.705(B), 7.215(D) and 7.317 and MCL 333.5207 and 722.4d.*



## Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

**Line 1:** Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

**Line 2:** Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction. Do not count requests for notice (form PC 624).
  - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is cancelled on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
  - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
  - Count a petition for appointment of conservator **and** protective order as a conservatorship case.
  - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

*Forms which may be used to file a guardianship or conservatorship case include:*

*PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)*

*PC 639 (Petition for Appointment of Conservator and/or Protective Order)*

*PC 650 (Petition for Appointment of Limited Guardian of Minor)*

*PC 651 (Petition for Appointment of Guardian of Minor)*

*PC 658 (Petition for Appointment of Guardian, Individual with Developmental Disability)*

*MC 316 or PC 608 (Order for Change of Venue)*

- A mental commitment is counted as a new filing when form PCM 201 (Petition for Hospitalization/Application), form PCM 202 (Objection to Hospitalization of Minor), or form PCM 237 (Petition for Continued Hospitalization of a Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission of Developmentally Disabled Person) is filed.

*Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404*



## **CIRCUIT COURT CASE-TYPE CODES**

### **SECTION A: APPEALS, ADMINISTRATIVE, WRITS**

AA - Administrative review of agency matters not AE/AL  
AE - Administrative review of MESC matters  
AH - Habeas corpus except to obtain custody of child  
AL - All matters regarding Secretary of State actions  
AP - Appeals in parole board decisions  
AR - Criminal appeals filed in higher court from lower court  
AS - Superintending control matters  
AV - Civil appeals filed in higher court from lower court  
AW - Writs for mandamus and quo warranto and other  
AZ - Other extraordinary law remedies

### **SECTION B: CRIMINAL**

AX - Extradition and detainer matters  
FC - Capital felony cases, life sentence  
FH - Noncapital felony cases  
FJ - Specified juvenile felony cases

### **SECTION C: CIVIL**

CB - Business claims, partnership termination and other  
CC - Condemnation proceedings  
CD - Employment discrimination (Elliott Larsen)  
CE - Environment matters  
CF - Forfeiture under Controlled Substance Act  
CH - Housing and real estate, foreclosure, land contracts  
CK - Contractual obligations not otherwise coded  
CL - Labor relations matters  
CP - Antitrust, franchising, and trade regulation matters  
CR - Corporate receivership proceedings  
CZ - All other civil actions not otherwise coded  
ND - Property damage, auto negligence complaints  
NF - No-fault Automobile insurance claims, first party  
NH - Medical malpractice claims  
NI - Personal injury, auto negligence complaint  
NM - Other professional malpractice claims  
NO - Other personal injury claims  
NP - Products liability claims  
NS - Dramshop act claims

NZ - All other claims for damages not otherwise coded  
PC - Proceeding to restore, establish, or correct records  
PD - Claim and delivery to recover personal property  
PR - Receivers in supplemental proceedings  
PS - Supplemental proceedings  
PZ - Grand jury, multi-county grand jury  
Court of Claims  
MD - Highway defect  
MH - Health care provider malpractice  
MK - Contracts  
MM - Constitutional claims  
MP - Prisoner litigation  
MT - Tax related suits  
MZ - All other claims for money damages

### **SECTION D: DOMESTIC RELATIONS**

DC - Custody  
DM - Divorce, minor children  
DO - Divorce, no children  
DP - Paternity  
DS - Other support  
DZ - Other family matters involving domestic relations  
TC - Transfer custody  
TI - Transfer URESA, initiation  
TM - Transfer divorce, minor children  
TO - Transfer divorce, no children  
TP - Transfer paternity  
TS - Transfer other support  
TU - Transfer URESA enforcement  
TZ - Transfer other family matters  
UC - UIFSA modification filing  
UD - UIFSA assist with discovery  
UE - UIFSA establishment  
UF - UIFSA enforcement; filing (includes IROS)  
UI - UIFSA initiation  
UM - UIFSA modification registration  
UN - UIFSA enforcement registration  
UO - UIFSA income withholding filing

UT - Transfer UIFSA enforcement  
UW - UIFSA income withholding registration

### **SECTION E: JUVENILE DELINQUENCY**

DJ - Designated juvenile cases  
DL - Delinquency  
PJ - Personal protection  
TL - Traffic and ordinance

### **SECTION F: NEGLECT/ABUSE**

NA - Neglect and abuse

### **SECTION G: ADOPTION**

AB - Adult adoptions  
AC - Agency international adoptions  
AD - Direct placement adoptions  
AF - Relative adoptions; includes guardians  
AG - Safe delivery of newborn adoptions  
AM - Agency MCI adoptions  
AN - Non-relative guardian adoptions  
AO - Agency other adoptions  
AY - Step-Parent adoptions  
RB - Release to adopt; no case pending  
RL - Release to adopt; result of NA case

### **SECTION H: MISCELLANEOUS FAMILY**

EM - Emancipation of minors  
ID - Infectious disease matters  
NB - Safe delivery of newborn child  
NC - Name change  
PH - Adult personal protection; non domestic  
PP - Adult personal protection; domestic  
PW - Waiver of parental consent for abortion  
VP - Violation of out-of-county adult  
personal protection order

### **SECTION I: ANCILLARY**



## CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

### SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ
1	Order Entered										
2	Dismissed										
3	Case Type Change										

### SECTION B: CRIMINAL

Line	CASE TYPE	AX	FC	FH	FJ
1	Jury Verdict				
2	Bench Verdict				
3	Guilty Plea				
4	Nolle Prosequi				
5	Dismissed by Court				
6	Transfer				
7	Inactive Status				
8	Local Diversion				
9	Case Type Change				



## CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

### SECTION C: CIVIL

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Jury Verdict													
2	Bench Verdict													
3	Uncontested/ Default/Settled													
4	Transferred													
5	Dismissed by Party													
6	Dismissed by Court													
7	Inactive Status													
8	Other Disposition													
9	Case Type Change													



## CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

### SECTION C: CIVIL

Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ
1	Jury Verdict												
2	Bench Verdict												
3	Uncontested/ Default/Settled												
4	Transferred												
5	Dismissed by Party												
6	Dismissed by Court												
7	Inactive Status												
8	Other Disposition												
9	Case Type Change												

Use this format to report Court of Claims cases using the case-type codes MD, MH, MK, MM, MP, MT, and MZ



## CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

### SECTION D: DOMESTIC RELATIONS

Line	CASE TYPE	DC	DM	DO	DP	DS	DZ	TC	TI	TM	TO	TP	TS	TU	TZ	UC
1	Bench Verdict															
2	Uncontested/ Default/Settled															
3	Transferred															
4	Dismissed by Party															
5	Dismissed by Court															
6	Inactive Status															
7	Post-Judgment Transfers															
8	Case Type Change															

Line	CASE TYPE	UD	UE	UF	UI	UM	UN	UO	UT	UW
1	Bench Verdict									
2	Uncontested/ Default/Settled									
3	Transferred									
4	Dismissed by Party									
5	Dismissed by Court									
6	Inactive Status									
7	Post-Judgment Transfers									
8	Case Type Change									



## CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION (ADJUDICATION)

### SECTION E: JUVENILE

Line	CASE TYPE	DL	TL
1	Jury Verdict		
2	Bench Verdict		
3	Admission/ No Contest		
4	Prosecutor Waiver		
5	Traditional Waiver		
6	Nolle Prosequi		
7	Dismissed by Court		
8	Consent Calendar		
9	Transferred		
10	Diversion/ Not Auth.		
11	Designation Granted		
12	Inactive Status		
13	Not Charged		
14	Case Type Change		

Line	CASE TYPE	DJ
15	Jury Verdict	
16	Bench Verdict	
17	Guilty Plea	
18	Nolle Prosequi	
19	Dismissed by Court	
20	Inactive Status	

Line	Juveniles in the System	DL/TL/DJ
21	Court Supervision	
22	FIA Supervision	
23	DCJ Supervision (in Wayne County only)	
24	Pending Adjudication	

Line	CASE TYPE	PJ
25	Orders Issued Ex Parte	
26	Orders Issued After Hearing	
27	Transferred	
28	Dismissed/Denied Ex Parte	
29	Dismissed/Denied After Hearing	
30	Dismissed by Petitioner	
31	Orders Rescinded	
32	Orders Issued After Denial	

### SECTION F: CHILD PROTECTIVE

Line	CASE TYPE	NA
1	Jury Verdict	
2	Bench Verdict	
3	Admission/ No Contest	
4	Dismissed/ Withdrawn	
5	Transferred	
6	Not Authorized	

Line	Children in the System	NA
7	Temporary Court Ward	
8	Temporary State Ward (MCIO)	
9	Permanent Ward (MCI and court)	
10	Pending Adjudication	



**CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION****SECTION G: ADOPTION**

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Finalized									
2	Withdrawn by Petitioner									
3	Dismissed by Court									
4	Transferred									
5	Recission Granted									
6	Recission Denied/With.									
7	Case Type Change									

**SECTION H: MISCELLANEOUS FAMILY**

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Orders Issued Ex Parte								
2	Orders Issued After Hearing								
3	Transferred								
4	Dismissed/Denied Ex Parte								
5	Dismissed/Denied After Hearing								
6	Dismissed by Petitioner								
7	Orders Rescinded								
8	Orders Issued After Denial								
9	Case Type Change								



**SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS**

Q #	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Granted										
2	Denied										
3	Transferred										
4	Withdrawn/ Dismissed										
5	Deferred										
6	Case Type Change										



## General Reporting Instructions:

- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiction, the statistics must be provided in Section I of this report.
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type.

## Section A: Appeals, Administrative Review, Extraordinary Writs - Method of Disposition

**Report appeals, administrative review, and requests for extraordinary relief disposed when** all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

**Line 1:** Order Entered [*MCR 3.300 et seq., 7.101(M), 7.105(M), 7.102(C), 7.104*]

Count when an order other than a dismissal is entered.

**Line 2:** Dismissed [*MCR 7.101(G) and (J), 7.105(J)*]

Count when an order of dismissal is entered.

**Line 3:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## Section B: Criminal - Method of Disposition

**Report criminal cases in this section when** all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when they are assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

**Line 1:** Jury Verdict *[MCR 6.420]*

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

**Line 2:** Bench Verdict *[MCR 6.403]*

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

**Line 3:** Guilty Plea *[MCR 6.302, 6.303, 6.304]*

Count when a guilty plea is offered and accepted including guilty plea under MCL 750.350a (Parental Kidnapping Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

**Line 4:** Nolle Prosequi *(form MC 263) [MCR 6.110(F) and (H), 6.427]*

Count when nolle prosequi is filed by the prosecutor and an order is entered.

**Line 5:** Dismissed by Court *(form MC 262) [MCR 6.110(F) and (H), 6.427]*

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered.

**Line 6:** Remand/Transfer *(forms MC 200, MC 316) [MCR 6.110(G) and (H), MCL 712A.3, 762.7]*

Count remands or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only. Count waivers of extradition.

**Line 7:** Inactive Status *(forms MC 200, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]*

Count as inactive when a warrant is issued for nonappearance before adjudication or when a defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial.

**Line 8:** Local Diversion

Count when defendant consents to a drug court treatment program or other local diversion program as an alternative to traditional processing. If completion of the program is not successful and traditional processing is pursued, count the case reopened (see Part 1). Do not include assignment to youthful trainee status (MCL 769.4a) or judgment of guilt deferred under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

**Line 9:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## Section C: Civil - Method of Disposition

**Report civil cases as disposed when** all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Court of Claims cases reported by the 30th Circuit Court must be reported disposed when they are assigned to another court; the court assigned the case must then report the method of disposition as any other case. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 1 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

**Line 1:** Jury Verdict [MCR 2.504(B), 2.600 et seq.]

Count when decided by jury except when judge amends or overturns verdict.

**Line 2:** Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq.]

Count when decided by judge. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

**Line 3:** Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq.]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

**Line 4:** Transferred (form MC 316) [MCR 2.226, 2.227, MCL 700.22]

Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

**Line 5:** Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A)]

Count voluntary dismissals by plaintiff.

**Line 6:** Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.410(D)(3), 2.502, 2.504(B), (E)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M).

**Line 7:** Inactive Status (form MC 300)

Count when any order staying a case (except interlocutory appeal) is filed (i.e. bankruptcy).

**Line 8:** Other Disposition

Count all other dispositions not otherwise provided for in the above. The 30th Circuit Court is to count a Court of Claims case disposed on this line when the case is assigned to another court. Count foreign judgments disposed at time of filing.

**Line 9:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## Section D: Domestic Relations - Method of Disposition

**Report domestic relations cases disposed as follows:** For DC, DM, DO, DP, DS, DZ, UD, UE - when all claims of the plaintiff against the defendant or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. For TC, TI, TM, TO, TP, TS, TU, TZ, UC, UF, UI, UM, UN, UO, UT, and UW, count case disposed under line 7 upon acceptance. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

**Line 1:** Bench Verdict *[MCR 3.211]*

Count when decided by judge. Count directed verdict after conclusion of plaintiff's case.

**Line 2:** Uncontested/Default/Settled *[MCR 2.600 et seq., 3.210(B), 3.211, 3.216(H)(7), (I)(3)]*

Count when defaulted for no answer or when consent judgment is filed including those as a result of mediation, when default judgment is entered after plaintiff offers proofs and defendant has failed to appear, or when trial is commenced but case is settled before return of verdict.

**Line 3:** Transferred *(form MC 316) [MCR 2.227, 2.227]*

Count when transferred from one court to another before adjudication.

**Line 4:** Dismissed by Party *[MCR 2.102(E), 2.502, 2.504(A)]*

Count voluntary dismissals by plaintiff.

**Line 5:** Dismissed by Court *[MCR 2.102(E), 2.502, 2.504(B), (E)]*

Count when dismissed due to non-service and no progress.

**Line 6:** Inactive Status *(form MC 300)*

Count when any order staying a case (except interlocutory appeal) is filed.

**Line 7:** Post-Judgment Transfers Received and Accepted *[MCR 3.212, 3.214, 3.602, MCL 552.513]*

Count each post-judgment transfer case disposed upon acceptance of case (acceptance may include order confirming) from another court or tribunal.

**Line 8:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## **Section E: Juvenile - Method of Disposition (Adjudication)**

**Report juvenile petitions (except petitions with DJ and PJ case types) in this section when** all counts against the juvenile have been dismissed or adjudicated. Enter in the appropriate lines the number of petitions adjudicated for each of the case type codes. Do not count cases adjudicated when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of adjudication on the petition using the following hierarchy. For example, petition has 3 counts, juvenile pleads guilty to 2 counts and a jury trial was held on 1 count; count the petition adjudicated by jury verdict.

**Line 1:** Jury Verdict *[MCR 5.942, MCL 712A.18, 712A.18i]*

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

**Line 2:** Bench Verdict *[MCR 5.942, MCL 712A.18, 712A.18i]*

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner's case even if during jury trial. Count entry of adjudication by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

**Line 3:** Admission/No Contest *[MCR 5.941, MCL 712A.18, 712A.18i]*

Count when a plea is offered and accepted. Count as plea if juvenile pleads during or after proofs are heard.

**Line 4:** Prosecutor's Discretionary Waiver *[MCR 5.935(A), MCL 712A.4]*

Count when prosecutor exercises discretionary waiver to district court following 5 day adjournment period requested in petition.

**Line 5:** Traditional Waiver *(form JC 29) [MCR 5.950(C), MCL 712A.4]*

Count when judge grants motion to waive jurisdiction to criminal division.

**Line 6:** Nolle Prosequi *(form MC 263) [MCR 5.935(B), MCL 712A.18]*

Count when nolle prosequi is filed by the prosecutor or city attorney and an order is entered.

**Line 7:** Dismissed by Court *(forms JC 14, JC 59, MC 262) [MCR 5.935(B), MCL 712A.18]*

Count when dismissed by court.

**Line 8:** Consent Calendar *[MCR 5.932(B), MCL 712A.18]*

Count when petition is authorized and juvenile consents to proceed on consent calendar.

**Line 9:** Transferred *(form MC 316) [MCR 5.926]*

Count transfers to another court (including tribal court) before adjudication.

**Line 10:** Diversion/Not Authorized *(forms JC 10) [MCR 5.932(A)]*

Count when petition is not authorized and/or the matter is referred for alternative services.

**Line 11:** Designation Granted *(form JC 68) [MCR 5.952(D), 5.953(F), MCL 712A.2d]*

Count when request for designation is granted by judge.

**Line 12:** Inactive Status *(form JC 05, MC 204, MC 229)*

Count as inactive when a warrant is issued for nonappearance before adjudication or when a juvenile is committed to the Department of Community Health for treatment after a finding of incompetency to stand trial within the time period established by law.

**Line 13:** Not Charged

Count complaints received for which no petition is offered after review by prosecutor (for counties which open a case file and provide services before prosecutor review).

**Line 14:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## Section E: Juvenile - Method of Disposition

**Report juvenile petitions with a "DJ" case type in this section when** all counts against the juvenile have been disposed. Enter in the appropriate lines the number of designated cases disposed whether the cases were originally filed as designated cases (prosecutor-designated) or were subsequently ordered designated (court-designated). Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of disposition within the case using the following hierarchy. For example, petition has 3 counts, juvenile plead guilty to 2 counts and a jury trial was held on 1 count; count the petition disposed by jury verdict.

**Line 15:** Jury Verdict [MCR 5.954, 6.420, MCL 712A.18]

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

**Line 16:** Bench Verdict [MCR 5.954, 6.403, MCL 712A.18]

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner's case even if during jury trial. Count entry of judgment notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

**Line 17:** Guilty Plea [MCR 6.302, 6.303, 6.304, MCL 712A.18]

Count when a guilty plea is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and juvenile later pleads guilty; 2) juvenile pleads guilty during or after proofs are heard.

**Line 18:** Nolle Prosequi (form MC 263) [MCR 6.110(F), (H), 6.427]

Count when nolle prosequi is filed by the prosecutor and an order is entered.

**Line 19:** Dismissed by Court (form MC 262) [MCR 6.110(F), (H), 6.427]

Count when dismissed by judge after preliminary examination, during trial, or after trial.

**Line 20:** Inactive Status (forms JC 05, JC 69, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]

Count as inactive when a warrant is issued for nonappearance before adjudication or when a juvenile is committed to the Department of Community Health for treatment after a finding of incompetency to stand trial within the time period established by law.

**Line 21:** Juveniles in the System - Court Supervision

Provide the total number of juveniles under court supervision on the last day of each quarter. Include juveniles on consent calendar. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72).

**Line 22:** Juveniles in the System - FIA Supervision

Provide the total number of juveniles under FIA supervision on the last day of each quarter. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72). Include waiver cases from the criminal division where the juvenile is committed to FIA (case type code FJ).

**Line 23:** Juveniles in the System - DCJ Supervision

Provide the total number of juveniles under DCJ supervision on the last day of each quarter. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72). Include waiver cases from the criminal division where the juvenile is committed to DCJ (case type code FJ).

**Line 24:** Juveniles Pending Adjudication

Provide the total number of juveniles for whom a petition is pending adjudication who are not already under court, FIA, or DCJ supervision.



## Section E: Juvenile - Method of Disposition

**Report petitions with a "PJ" case type in this section when** the order on the petition is entered. Enter in the appropriate lines the number of petitions disposed. Even though these cases are not reported as reopened, include in Lines 31 and 32 the number of orders subsequently rescinded or issued after denial.

**Line 25:** Orders Issued Ex Parte (*forms CC 376M, CC 380M*) [MCR 3.706]

Count every personal protection order issued ex parte.

**Line 26:** Orders Issued After Hearing (*forms CC 376M, CC 380M*) [MCR 3.706]

Count every personal protection order issued after hearing **in cases where the petitioner did not request an ex parte order in the original petition filed with the court.**

**Line 27:** Transferred (*form MC 316*) [MCR 5.926]

Count transfers to another court before adjudication.

**Line 28:** Dismissed/Denied Ex Parte (*form CC 383*) [MCR 3.705(A)(5), (B)(1)]

Count every order denying or dismissing an original petition for an ex parte personal protection order.

**Line 29:** Dismissed/Denied After Hearing (*form CC 383*) [MCR 3.705(B)(4),(6)]

Count every order denying or dismissing an original petition after hearing **when the petitioner did not request an ex parte order in the original petition filed with the court.**

**Line 30:** Dismissed by Petitioner (*forms CC 378*) [MCR 3.704]

Count every petition dismissed by petitioner before the personal protection order is entered.

**Line 31:** Orders Rescinded [MCR 3.707]

Although these cases are not reported reopened when a motion to rescind is filed, count the number of orders rescinded.

**Line 32:** Orders Issued After Denial [MCR 3.705(B)(1)(b),(6)]

Although these cases are not reported as reopened when a hearing is requested by the petitioner after the court refused to issue a personal protection order ex parte, count the number of personal protection orders issued as a result of that hearing.



## Section F: Child Protective - Method of Disposition (Adjudication)

**Report child protective petitions in this section when** all children named in the petition have been adjudicated. **The method of disposition** should be entered in the line representing the highest form of adjudication within the case using the following hierarchy. **NOTE: Cases held in abeyance do not qualify for adjudication** and should not be counted as disposed in this report. Report all petitions held in abeyance on the Statement of Matters Undecided (report form SCAO 27).

- Line 1:** Jury Verdict [*MCR 5.972, MCL 712A.18, 712A.18i*] - Count when verdict is returned by jury except for judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.
- Line 2:** Bench Verdict [*MCR 5.972, MCL 712A.18, 712A.18i*] - Count when verdict is returned by judge. Count entry of judgment by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial on line 3.
- Line 3:** Plea of Admission/No Contest [*MCR 5.971, MCL 712A.18, 712A.18i*] - Count when a plea is offered and accepted. Count as a plea if respondent pleads during or after proofs are heard.
- Line 4:** Dismissed/Withdrawn (*forms JC 17, MC 262*) [*MCR 5.965(B), MCL 712A.18*] - Count when dismissed by court before a verdict is entered. Count when withdrawn by petitioner before a verdict is entered.
- Line 5:** Transferred (*form MC 316*) [*MCR 5.926*] - Count transfers to another court (including tribal court) before adjudication.
- Line 6:** Not Authorized (*form JC 11*) [*MCR 5.962(B)*] - Count when petition not authorized.
- Line 7:** Children in the System - Temporary Court Ward - Provide the total number of children under court jurisdiction who are temporary wards of the court on the last day of each quarter.
- Line 8:** Children in the System - Temporary State Ward (MCI-O) - Provide the total number of children under court jurisdiction who, as of the last day of each quarter, are temporarily committed by the court to MCI for observation under MCL 400.203(a)(ii).
- Line 9:** Children in the System - Permanent Ward (MCI and court) - Provide the total number of children under court jurisdiction who are permanent wards of either MCI or the court on the last day of each quarter.
- Line 10:** Children Pending Adjudication - Provide the total number of children for whom a petition is pending adjudication who are not already under court jurisdiction.

## Section G: Adoption - Method of Disposition

**Report adoption cases in this section when** an order has been entered as indicated below. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

- Line 1:** Finalized (*forms PCA 321, PCA 322, PCA 336, PCA 349*) [*MCR 5.750*] - Count when adoption is finalized and order is entered.
- Line 2:** Withdrawn by Petitioner [*MCR 2.502, 2.504*] - Count when withdrawn by petitioner before finalization.
- Line 3:** Dismissed by Court [*MCR 2.502, 2.504*] - Count when dismissed by court before finalization.
- Line 4:** Transferred (*form MC 316*) [*MCR 5.926*] - Count transfers to another court before finalization.
- Line 5:** Recission Granted - Count when petition for recission of a step-parent adoption is granted.
- Line 6:** Recission Denied/Withdrawn - Count when petition for recission of a step-parent adoption is denied or withdrawn.
- Line 7:** Case Type Change - Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## Section H: Miscellaneous Family - Method of Disposition

**Report miscellaneous family cases in this section when** an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Also include in Lines 7 and 8 the number of personal protection orders subsequently rescinded or issued after denial. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Disposition forms are as follows:

- EM - (forms PC 101, MC 316)
- ID - (forms MC 74, PC 106, PC 110) Count a petition for transport and/or temporary detention disposed when ex parte order is entered; if the case is reopened by the filing of petition for treatment of infectious disease, count disposed when an order following the hearing is entered.
- NB - (form CCFD 06)
- NC - (forms PC 52, MC 316)
- PH - (forms CC 378, CC 380, CC 383)
- PP - (forms CC 376, CC 378, CC 383)
- PW - (form PC 120)
- VP - (form CC 384)

**Line 1:** Ex Parte [MCR 3.706, 5.602]

Count when an original order results without hearing except when the order dismisses/denies the case. Count an ex parte order for transport and or temporary detention for ID cases. Count every personal protection order issued ex parte.

**Line 2:** Order Issued After Hearing [MCR 3.706, 5.602, 5.783(K)]

Count when an original order results from a hearing except when the order dismisses/denies the case. Count every personal protection order issued after hearing **in cases where the petitioner did not request an ex parte order in the original petition filed with the court.**

**Line 3:** Transferred (form MC 316) [MCR 5.926]

Count transfers to another court before adjudication.

**Line 4:** Dismissed/Denied Ex Parte [MCR 2.502, 2.504(B), (E), 3.705(A)(5), (B)(1)]

Count when dismissed/denied by court ex parte. Count every order denying or dismissing an original petition for an ex parte personal protection order.

**Line 5:** Dismissed/Denied After Hearing [MCR 2.502, 2.504(B), (E), 3.705(B)(4), (6), 5.783(K)]

Count when dismissed/denied by court after hearing. Count every personal protection order denying or dismissing an original petition after hearing **when the petitioner did not request an ex parte order in the original petition filed with the court.** Count every **reopened** personal protection case resulting in dismissal/denial after hearing (see Part 1).

**Line 6:** Dismissed by Petitioner [MCR 2.504(A), 3.704]

Count voluntary dismissals by petitioner before an order is entered. Count every petition dismissed by petitioner before the personal protection order is entered.

**Line 7:** Orders Rescinded [MCR 3.707]

Although personal protection cases are not reported as reopened when a motion to rescind is filed, count the number of orders rescinded.

**Line 8:** Orders Issued After Denial [MCR 3.705(B)(1)(b), (6)]

Count every **reopened** personal protection case resulting in entry of a personal protection order after hearing.

**Line 9:** Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.



## **Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - Method of Disposition**

**Report ancillary proceedings in this section when** an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

**Line 1:** Granted (*forms PC 564, PC 631, PC 653, PC660, PCM 205, 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520, MCL 700.5406 et seq.] - Count each petition for guardianship or conservatorship when granted. Count each initial order issued on a petition for commitment/treatment/hospitalization or judicial admission. Do not include second or continuing orders. Count each order dismissing an objection to hospitalization of a minor or administrative admission of a developmentally disabled person. Do not count orders appointing temporary guardian of incapacitated individual.

**Line 2:** Denied - Count each original petition for guardianship, conservatorship, commitment/hospitalization/treatment, or admission denied. Do not include orders on petitions for second or continuing commitment/hospitalization/treatment.

**Line 3:** Transferred (*form MC 316 or PC 608*) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each guardianship, conservatorship, mental commitment/hospitalization/treatment, or judicial admission petition transferred to another court.

**Line 4:** Withdrawn by Petitioner/Dismissed (*forms PCM 205, PCM 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520] - Count each guardianship or conservatorship petition withdrawn by the petitioner before the issuance of an order of appointment. Count each petition for guardianship, conservatorship, mental commitment, or judicial admission dismissed by the court (includes situations where the individual agrees to voluntary commitment). Count each order sustaining an objection to hospitalization of a minor or administrative admission of a developmentally disabled person.

**Line 5:** Case Type Change - Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

**Line 6:** Deferred (*form PCM 235*) [MCL 330.1455(5)] - Count each request to defer hearing on a petition for commitment/hospitalization/treatment.



## CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

**General Reporting Instructions:** These reports are to be submitted annually with the 4th quarter of Parts 1 and 2 only. Case age measurement occurs at different stages of a case depending on the case type. Refer to the specific instructions to determine the measurement criteria for each type of case. **Except as otherwise noted, disposition is based on the definitions in Part 2. Each judge of a court shall report their case data individually by bar number** (including cases that are handled by referees). When cases from a judge's caseload are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at their discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge.

**Cases that have been reported disposed under "Inactive Status"** (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, subtract the time that particular case was out of the court's control on "inactive status".

**Inactive Status** defined: A case is on "inactive status" when it has been disposed as inactive due to only the following: 1) an order staying the case (except for interlocutory appeals); 2) issuance of a warrant for nonappearance before adjudication; or 3) issuance of an order for evaluation of competency to stand trial. "Inactive status" is available only to cases reported in Sections B, C, D, and E. Delays caused for any other reason shall not be subtracted from the time. As stated previously, the age of a case while on inactive status shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although AA, AE, AL, and AP are combined, AA cases should be reported under its own column, AE cases should be reported under its own column, etc.

### SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

Measurement begins on the date of the filing of the claim of appeal or other initiating document and is completed when disposition (as defined in Part 2, Section A) occurs.

Line	CASE TYPE	AA, AE, AL, AP	AR, AV	AH, AS, AW, AZ
1	Disposed 0-182 Days			
2	Disposed +182 Days			
3	Disposed 0-35 Days			
4	Disposed 36-91 Days			
5	Disposed +91 Days			
6	Pending 0-182 Days			
7	Pending +182 Days			
8	Pending 0-35 Days			
9	Pending 36-91 Days			
10	Pending +91 Days			

**When reporting case age, report numbers individually for each case type.**

**Line 1:** Count the number of cases disposed within 182 days.

**Line 2:** Count the number of cases disposed after 182 days.

**Line 3:** Count the number of cases disposed within 35 days.

**Line 4:** Count the number of cases disposed from 36 to 91 days.

**Line 5:** Count the number of cases disposed after 91 days.

**Line 6:** Count the number of pending cases with an age through 182 days.

**Line 7:** Count the number of pending cases with an age of over 182 days.

**Line 8:** Count the number of pending cases with an age through 35 days.

**Line 9:** Count the number of pending cases with an age from 36 to 91 days.

**Line 10:** Count the number of pending cases with an age over 91 days.



## CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

### SECTION F: CHILD PROTECTIVE

Measurement begins on the date the initial petition is authorized and is completed when both adjudication and disposition occurs (as defined below). There are separate time frames for children who are in placement and those who are not. For each event (i.e. adjudication, disposition, permanency planning hearing, 91 day review hearings, etc.) children are counted under either "placement" or "not in placement" based on their placement status at the time of the due date of the event. "In placement" means a child is ordered into an out-of-home placement/foster care. "Not in placement" means a child is at home.

**Adjudication and disposition of a petition is considered complete** upon entry of an initial order of disposition. Petitions that are withdrawn, dismissed, transferred, placed on consent calendar, or not otherwise authorized are not reported. See MCR 3.972(A) and MCR 3.973 (C).

Line	CASE TYPE	NA	Report 1: Case Age at Disposition and Pending Case Age
1	Disposed 0-84 Days - Child in Placement		<b>Line 1:</b> Count the number of children (who are in placement) where adjudication and disposition were made within 84 days.
2	Disposed 85-98 Days - Child in Placement		<b>Line 2:</b> Count the number of children (who are in placement) where adjudication and disposition were made from 85 to 98 days.
3	Disposed +98 Days - Child in Placement		<b>Line 3:</b> Count the number of children (who are in placement) where adjudication and disposition were made after 98 days.
4	Pending 0-84 Days - Child in Placement		<b>Line 4:</b> Count the number of children for whom a petition is pending (who are in placement) with an age through 84 days.
5	Pending 85-98 Days - Child in Placement		<b>Line 5:</b> Count the number of children for whom a petition is pending (who are in placement) with an age from 85 to 98 days.
6	Pending +98 Days - Child in Placement		<b>Line 6:</b> Count the number of children for whom a petition is pending (who are in placement) with an age over 98 days.
7	Disposed 0-119 Days - Child not in Placement		<b>Line 7:</b> Count the number of children (who are not in placement) where adjudication and disposition were made within 119 days.
8	Disposed 120-182 Days - Child not in Placement		<b>Line 8:</b> Count the number of children (who are not in placement) where adjudication and disposition were made from 120 to 182 days.
9	Disposed 183-210 Days - Child not in Placement		<b>Line 9:</b> Count the number of children (who are not in placement) where adjudication and disposition were made from 183 to 210 days.
10	Disposed +210 Days - Child not in Placement		<b>Line 10:</b> Count the number of children (who are not in placement) where adjudication and disposition were made after 210 days.
11	Pending 0-119 Days - Child not in Placement		<b>Line 11:</b> Count the number of children for whom a petition is pending (who are not in placement) with an age through 119 days.
12	Pending 120-182 Days - Child not in Placement		<b>Line 12:</b> Count the number of children for whom a petition is pending (who are not in placement) with an age from 120 to 182 days.
13	Pending 182-210 Days - Child not in Placement		<b>Line 13:</b> Count the number of children for whom a petition is pending (who are not in placement) with an age from 182 to 210 days.
14	Pending +210 Days - Child not in Placement		<b>Line 14:</b> Count the number of children for whom a petition is pending (who are not in placement) with an age over 210 days.



## CIRCUIT COURT CASELOAD - PART 4: CASE AGE PROCESSING

### SECTION F: CHILD PROTECTIVE - CHILDREN IN PLACEMENT

For purposes of reporting case age processing for Reports 2a, 2b, 3, and 4 (pages 39 and 40), count the events associated with each child in placement when the event was due (see definition on page 38). Include those events where the due date for the event falls within the time frame for which the report is being prepared. Reasons for delay must be captured in the case management system using the list and codes of reasons provided on page 40.

If asked, you must be able to provide the following audit detail, as applicable, for each child in placement in this report: the file number; petition (case) number; name of child; date out-of-home placement was ordered; date petition was authorized; whether termination was requested in the original or amended petition; date of adjudication as defined in Part 2, Section F; date of entry of original order of disposition; date of entry of order following expedited permanency planning hearing; date of entry of order following each review hearing; and date of entry of order following annual permanency planning hearing. Additionally, you may be asked to provide copies of orders entered following a permanency planning order to show evidence of your compliance with federal requirements regarding reasonable efforts findings.

#### Report 2a: Expedited Permanency Planning Hearing Completed Within 28 Days of Adjudication [MCR 3.976(B)(1), MCL 712A.19a(2)]

For cases where termination was requested in the original or amended petition, count each child for whom the adjudication date (as defined in Part 2, Section F) plus 28 days or more falls within this reporting period. An expedited permanency planning hearing is completed upon entry of the order following the hearing. Report the children for whom the expedited permanency planning hearing was or was not completed within the time frame using the following lines and columns: (Note: this hearing replaces the original dispositional hearing.)

Line	Time Frame	Number of Children	Reason RX	Reason RY	Reason RZ	Reason CX	Reason OX
1	Within 28 Days of Adjudication						
2	+ 28 Days from Adjudication						
3	No Hearing						

Line 1: Count the total number of children for whom the initial permanency planning hearing was completed within 28 days of the adjudication date.

Line 2: Count the total number of children for whom the initial permanency planning hearing was completed more than 28 days from the adjudication date. Indicate the reason for delay for each child.

Line 3: Count the total number of children for whom no initial permanency planning hearing was completed during this reporting period and more than 28 days has passed since the adjudication date for that child. Indicate the reason for delay for each child.

#### Report 2b: Initial Dispositional Hearing Completed Within 35 Days of Adjudication [MCR 3.973(B)]

Except for cases where termination was requested in the original or amended petition, count each child for whom the adjudication date (as defined in Part 2, Section F) plus 35 days or more falls within this reporting period. An initial dispositional hearing is completed upon entry of the order following the hearing. Report the children for whom the initial dispositional hearing was or was not completed within the time frame using the following lines and columns:

Line	Time Frame	Number of Children	Reason RX	Reason RY	Reason RZ	Reason CX	Reason OX
1	Within 35 Days of Adjudication						
2	+ 35 Days from Adjudication						
3	No Hearing						

Line 1: Count the total number of children for whom the initial dispositional hearing was completed within 35 days of the adjudication date.

Line 2: Count the total number of children for whom the initial dispositional hearing was completed more than 35 days from the adjudication date. Indicate the reason for delay for each child.

Line 3: Count the total number of children for whom no initial dispositional hearing was completed during this reporting period and more than 35 days has passed since the adjudication date for that child. Indicate the reason for delay for each child.



## CIRCUIT COURT CASELOAD - PART 4: CASE AGE PROCESSING

### SECTION F: CHILD PROTECTIVE - CHILDREN IN PLACEMENT

#### Report 3: 91 Day Review Hearings Completed [MCR 3.975(C), MCL 712A.19(3) and (4), MCL 712A.19a(1)]

According to court rule, a dispositional review hearing must be held every 91 days from the date of entry of the original order of disposition. For children at home/returned home at disposition and who are subsequently removed at an emergency removal hearing under MCR 3.974(B), a dispositional review hearing must be held every 91 days from the date of entry of the supplemental order of disposition following the emergency removal hearing. Count each child for whom a 91 days review hearing was due within this reporting period. Report the children for whom the review hearing was or was not completed within the time frame using the following lines and columns.

Note: For certain cases, following the permanency planning hearing, review hearings are mandated to be held every 182 days. These cases include those where a permanent foster family agreement has been signed and where children have been permanently placed with a relative. These case are exceptions to this report and should not be reported here.

Line	Time Frame	Number of Children	Reason RX	Reason RY	Reason RZ	Reason CX	Reason OX
1	Within 91 Days						
2	Over 91 Days						
3	No Hearing						

Line 1: Count the total number of children for whom the review hearing was completed within the time frame required by court rule.

Line 2: Count the total number of children for whom the review hearing was completed but was not within the time frame required by court rule. Indicate the reason for delay for each child.

Line 3: Count the total number of children for whom no review hearing was completed and more than 91 days has passed since the date the review hearing was required by court rule. Indicate the reason for delay for each child.

#### Report 4: Annual Permanency Planning Hearing Completed [MCR 3.976(B)(2),(3), MCL 712A.19a(1)]

According to court rule, the court must conduct an initial permanency planning hearing no later than one year after an original petition has been authorized where there was no request for termination in the original or amended petition. Additionally, during the continuation of foster care, the court must hold permanency planning hearings beginning one year after the initial permanency planning hearing. Count each child for whom the initial permanency planning hearing described in MCR 3.976(B)(2) or the annual permanency planning hearing described in MCR 3.976(B)(3) plus 364 days or more falls within this reporting period. A permanency planning hearing is completed upon entry of the order following the hearing. Report the children for whom the permanency planning hearing was or was not completed within the time frame using the following lines and columns:

Line	Time Frame	Number of Children	Reason RX	Reason RY	Reason RZ	Reason CX	Reason OX
1	Within 364 Days						
2	Over 364 Days						
3	No Hearing						

Line 1: Count the total number of children for whom the permanency planning hearing was completed within 364 days of the due date.

Line 2: Count the total number of children for whom the permanency planning hearing was completed after 364 days of the due date. Indicate the reason for delay for each child.

Line 3: Count the total number of children for whom no permanency planning hearing was completed during this reporting period and more than 364 days has passed since the date it was due. Indicate the reason for delay for each child.

#### Reasons for Delay: Codes and Descriptions

RX = Matter Adjourned Good Cause Shown, Court's Initiative  
RZ = Matter Adjourned No Cause Shown on the Record

RY = Matter Adjourned Good Cause Shown, Party's Motion  
CX = Clogged Docket

OX = Other